

Time Management  
Presented by Kelly Fisher  
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**Definition of Time Management**

- Refers to the development of processes and tools that increase efficiency and productivity.
- Thought of or presented as a set of time management skills; the theory is that once we master the time management skills, we'll be more organized, efficient, and happier.
- Personal time management skills include:
  - Goal setting
  - Planning
  - Prioritizing
  - Decision-making
  - Delegating
  - Scheduling

**Misconceptions Regarding Time Management**

- No one truly manages his or her time: Time is constant.
- Managing time instead should be as the art of managing ourselves, to maximize the time we have.

**Common Mistakes People Make About Time Management**

- If you work faster
  - Believe they could complete activities and have time left over.
- Realization
  - Working faster only produces more problems because we make more mistakes and end up having to redo much of the work
- If you work longer
  - Working longer hours occurs frequently, what happens usually is that:
    - More problems develop
    - Personal time disappears
    - Fatigue sets in and judgment suffers
    - Hours are spent on problems that could be solved in minutes.

**First Reality to Accept about Time Management**

- We can never accomplish everything that we could be doing.
- Once you realized this, and start living as though you can, you've taken a big step toward becoming an effective time manager.

**Misconceptions of Time Management**

- Time is a resource we can manage.
- There is enough time for all we want to do
- Working faster means we will have more time
- Working longer allows us to get more done

**Realities of Time Management**

- Time is constant that moves at the same rate no matter who you are or what you are doing.
- There is never enough time to do everything.
- Working faster creates more mistakes and problems.
- Working longer results in loss of perspective.

### **Personal Time**

- Over your lifetime you spend:
  - 2.5 years driving a car
  - 6 months waiting at red lights
  - 5 years waiting in line
  - 6 years eating
  - 2 years returning phone calls
  - 1 year looking for misplaced objects
  - 23 years in bed
  - 7 years in the bathroom
  - 8 months opening junk mail
- These activities add up to about 50 years of your life.

### **Time Wasters**

- Three major categories:
  - Procrastination
  - Indecision
  - Getting Sidetracked

### **Procrastination**

- Quote by Mark Twain "If you have to eat a frog, don't look at it for too long."
- Ways to overcome procrastination:
  - Identify your patterns
  - Consider the consequences of it not being done
  - Break down large tasks
  - If you can, delegate someone to do it
  - Give yourself a pep talk while doing it
  - Reward yourself
  - Make a commitment to continue to the next step

### **Indecision**

- What is indecision?
  - Mindset is that we want to be right on the decision and we're not
  - I don't want to do the wrong thing
  - If I don't do it perfect, I don't want to do it at all
- Ways to eliminate indecision
  - Obtain critical information in available time
  - Make a decision and go for it
  - Move on

### **Getting Sidetracked**

- Ask yourself “What is the best use of my time right now?”
- By doing this, you will get into yourself right now and act on it

### **Symptoms of Poor Time Management**

- Many people feel that others control their time, but **no one controls your time more than you allow.**
- If your time seems to be out of your control, it really means that you are the one out of control.
- To bring yourself back into control:
  - Learn to adopt new and more proactive habits
  - Realize that changing habits is difficult because they are deeply ingrained
  - Try to make changes by making a real commitment to changing

### **What Three Things Should You Do With Multiple Tasks?**

- Prioritization
- Scheduling
- Delegation

### **Prioritizing Tasks**

- What’s the difference between the A/1, B/2, and C/3 piles?
  - **A/1** -- take care of now, most urgent, need today
  - **B/2** -- due tomorrow/end of week, important but not urgent
  - **C/3** -- procrastination pile, I’ll look at it when I have time
- Have at least 3 hours of personal time per week to work on C/3
- How can you accomplish more in less time? Have personal time

### **Scheduling Tasks**

- Need to maintain flexibility
- Get an early start
- Need to block out big items in your schedule
- Use mini-jobs for small time gaps
- Group related items and actions together
- Identify your prime time

### **Delegating Tasks**

- **When should I delegate?**
  - When someone else is available to handle routine tasks
  - When you’re extremely busy and someone else has extra time
  - When someone else has greater expertise on the project
- **To whom should I delegate?**
  - Someone with the knowledge and expertise
  - Someone who can be trained
  - Someone who has the time
  - Someone to who will find the tasks interesting and exciting

### **Importance of Planning**

- Why don't we plan?
- Weekly planning
- Daily planning

### **Connecting Goals with Time Management**

- Initiated and Maintained by You
  - Goals must be stated in the positive
  - Goals must be achievable
  - Goals are specific and measurable
  - Goals must have deadlines
  - Goals are agreed to by anyone helping achieve them
  - Goals should be flexible
- To find out more about Goals, sign up to take "SMART Goals"
- Presented by: Cathy Morrey and Queen Ann Cannon  
 Date: Thursday, April 8, 2004  
 Time: 9:30am – 11:30am  
 Location: Neighborhood Development Center  
 43 E. Gish Road, First Floor  
 San Jose, CA 95112

### **Strategies You Can Use To Manage Your Time**

- Always define your objectives as clearly as possible.
- Analyze your use of time.
- Have a plan.
- Action plan analysis.